

# VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Fiscal Clerk</u>	CLASSIFICATION CODE: <u>02453200</u>
	SALARY RANGE: <u>(314) \$26937 - \$29261</u>	REFERENCE POSITION NO.: <u>5550-10000-1872</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>02/17/2004 - 02/24/2004</u>
	Division/Section/Unit: <u>RI College</u>	GRACE PERIOD ENDS: <u>2/27/2004</u>
	Assignment(s) / Comments: <u>PLEASE NOTE: LATERAL BIDDERS ONLY</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:30</u>	Job Location: <u>Student Loan Office, Building 4</u>
	Restrictions/Limitations: <u>LTPS to 09/18/2004</u>	
	Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No <u>      </u>	
	Name of Bargaining Unit Union: <u>Council 94</u>	
	There is* <u>X</u> is not <u>      </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	Please refer to the attached job description.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>EDUCATION:</b> Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in bookkeeping and office practice; and <b>EXPERIENCE:</b> Such as may have been gained through: employment as a bookkeeper. <b>OR</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Rhode Island College, Office of Human Resources	<b>Telephone #:</b> <u>401-456-8443</u>
	600 Mt. Pleasant Avenue, Providence, RI 02908	<b>Fax #:</b> <u>401-456-8717</u>
	Attn: Robin Pecunioso, Manager Classified Services	<b>TTY/TDD #:</b> <u>401-456-8216</u>
		(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE:** FISCAL CLERK

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible clerical duties in connection with the maintenance of financial and related records of a state agency involving the knowledge and application of bookkeeping principles and practices; and to do related work as required.

**SUPERVISION RECEIVED:** Works under tile general supervision of a superior: work is reviewed in process upon completion.

**SUPERVISION EXERCISED:** As required, may supervise the work of a small group of clerical workers.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To record transactions in books of original entry and to post to ledger accounts from receipt, disbursement, expense and appropriation records according to established account classifications. To draw trial balances and prepare simple reports, schedules and summaries.

To reconcile agency's records with those of the Division of Accounts and Control in order to assure complete agreement of records of disbursements receipts, outstanding orders and balances.

To maintain current personnel records, prepare pay roll adjustments and keep appropriation accounts.

To keep inventories of office equipment and supplies and to be responsible for the maintenance of adequate stocks.

To be responsible for petty cash funds.

To prepare requisitions and vouchers.

To examine and verify requisitions, payments, purchase orders, invoices, travel statements, payrolls, transmittal sheets, check registers and checks.

To maintain files of requisitions, purchase orders, utility orders and other related records.

To provide clerical assistance to a superior in the preparation of the annual budget requests of the agency and in the maintenance of accounts.

To maintain records of cash receipts and disbursements and to make reports thereon.

To make routine audits of employer reports of employment, wages and taxes.

As required, to supervise the work of a small group of clerical workers engaged in record keeping and other routine clerical functions in the agency.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of bookkeeping and a reasonable speed and accuracy in making complex tabulations and arithmetical computations; a working knowledge of standard office methods and procedures: a familiarity with the uses of standard office equipment; the ability to understand and carry out both oral and written directions; the ability to operate adding and calculating machines; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in bookkeeping and office practice; and

**Experience:** Such as may have been gained through: employment as a bookkeeper.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.